Ricoh HotSpot Printer/MFP

RICOH
imagine. change.

User's Quick Reference

Mobile Printing Solution

User's Quick Reference - *four easy ways to print*

- Email
- Web Upload
- Mobile App (HotSpot Printing App)
- Windows Driver

Printer

MultiFunction

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HotSpot is a mobile printing solution that enables you to seamlessly print to any HotSpot-enabled Printer/MFP. There's no need for a device-specific driver, special software or network access. Only the person who submits the files has access to the prints.

There are **four easy ways to print** from any internet-/WiFi-enabled mobile/handheld device (smartphone, tablet, notebook or laptop), or computer…

1. **Email** – Forward an email (and attachment) to the assigned HotSpot Printer/MFP's email address.
2. **Web Upload** – Visit your HotSpot Web Portal. Choose a printer, and then upload a document. Submit for printing.
3. **Mobile App** – Download the free **HOTSPOT PRINTING** App to your mobile device, and then pinpoint the closest printer/MFP, and submit a job.
4. **Windows Driver** – Print from any Windows-based computer to a remote printer/MFP using the [File] > [Print] command.

***Note**: Please refer to the Glossary for commonly-used terms and acronyms.*

Email

1. Open your email application, e.g., Gmail, Yahoo, etc.

2. Compose a message, with or without attachments (or forward an existing email).

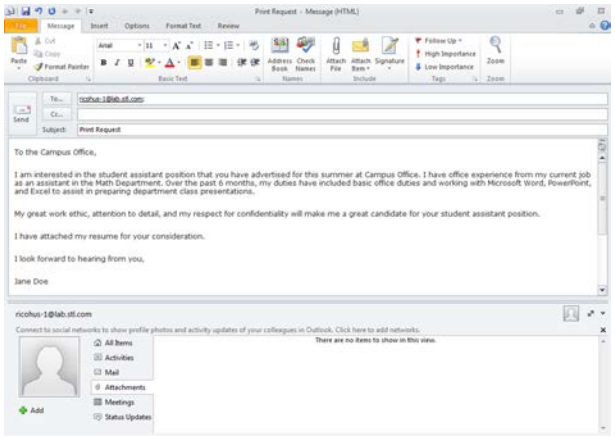
3. Enter HotSpot Printer/MFP's email address, for example:
   ricohxxxxxx@printspots.com

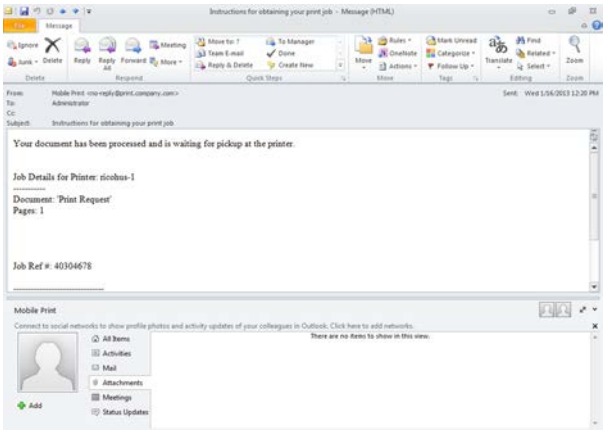
   Note: [xxxxxx] represents the unique 6-digit code located on a label affixed to (or with) the printer/MFP.

4. Click [**Send**].

   Note:
   You will receive a confirmation email that the job has been processed, along with instructions on how to obtain your print job. A **Job Reference** number and Release Code will be included in the email as well.
   Important: The **Job Reference** number is not a **Release Code**.

5. At the HotSpot Printer/MFP, follow prompts on LCD panel (or label affixed to the device) to **enter Release Code** and **print the job**.





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Web Upload

1. Open your web browser.
2. Go to your HotSpot portal, e.g., **www.printeron.net/company/xxxxxx**.

   Note: The URL must be typed in lower case. [xxxxxx] represents the unique 6-digit code located on a label affixed to (or with) the printer.

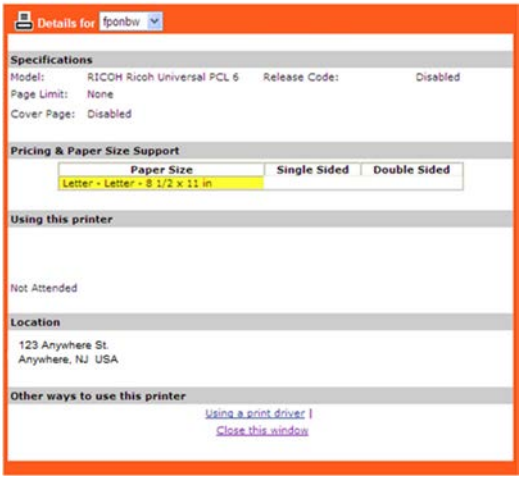
Welcome to our Corporate Printing Service
Online Printing
Use your web browser to upload and print a document to one of the supported corporate printers.
PRINT
The Corporate Printing Service allows Members and Guests to print documents to selected printers on the corporate network. You do not need to install any print drivers to use this service. More
Advanced Windows Printing
Frequent print users may wish to install PrintWhere™ on their PCs. PrintWhere gives you complete printing control from your Windows applications.
More about Windows print drivers
PRINTERON

3. Click PRINT.

4. **Choose a printer**.

Step 1 - Choose a Printer
Color-1 Color-1 Details
Color-2 Color-2 Details
Color-3 Color-3 Details
BW-4 BW-4 Details
Select a link above to set your print location. The "Details" link shows additional information about each printer. When you submit your print job, your request will be denied if you are not entitled to use that printer.
Log Out
PRINTERON

   Note: For information on a listed print device, click the associated Details link. Click [**X**] to close the window.



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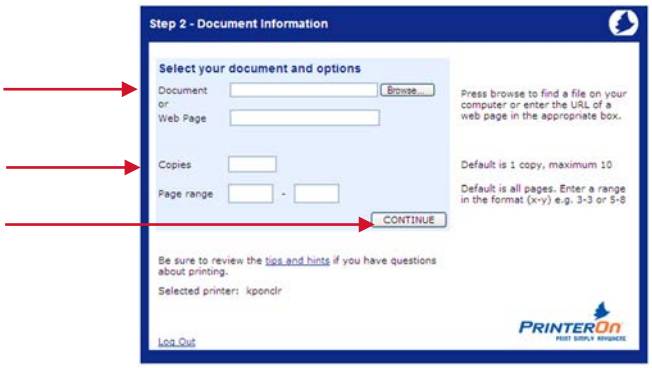
5. **Browse to document** or enter a web page (URL).

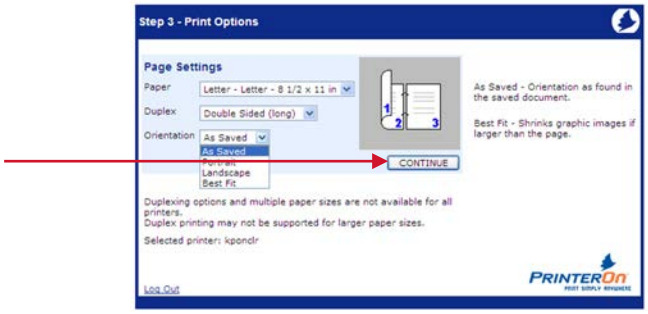
6. If enabled by the administrator, enter number of **copies** and **page range**, if necessary. Otherwise go to 7.

   Note: The default is to print one copy of all pages.

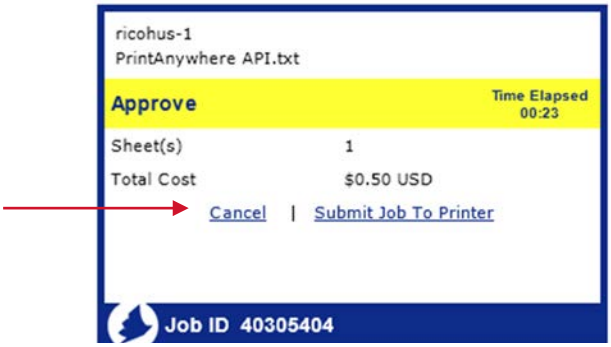
7. Click CONTINUE.


Step 2 - Document Information
Select your document and options
Document
or
Web Page
Browse...
Press browse to find a file on your computer or enter the URL of a web page in the appropriate box.
Copies
Default is 1 copy, maximum 10
Page range
Default is all pages. Enter a range in the format (x-y) e.g. 3-3 or 5-8
CONTINUE
Be sure to review the tips and hints if you have questions about printing.
Selected printer: kponclr
Log Out
PRINTERON

8. If additional settings have been enabled by the administrator, such as paper size, duplex print, orientation, etc., select at this time, and then click CONTINUE.


Step 3 - Print Options
Page Settings
Paper
Letter - Letter - 8 1/2 x 11 in
Duplex
Double Sided (long)
Orientation
As Saved
As Saved
Portrait
Landscape
Best Fit
CONTINUE
As Saved - Orientation as found in the saved document.
Best Fit - Shrinks graphic images if larger than the page.
Duplexing options and multiple paper sizes are not available for all printers.
Duplex printing may not be supported for larger paper sizes.
Selected printer: kponclr
Log Out
PRINTERON

Important: If an **Approve** page appears, confirm that the information, e.g., number of pages and total cost, is correct, and then click [**Cancel**] to exit without processing job or [**Submit Job To Printer**].



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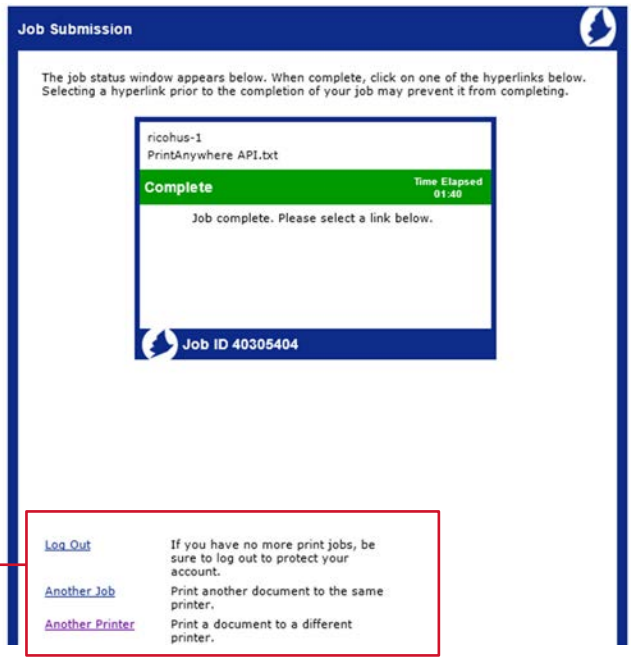
Note: After submission you have the option to log out, print another document to the same printer or choose a different printer.


Job Submission
The job status window appears below. When complete, click on one of the hyperlinks below.
Selecting a hyperlink prior to the completion of your job may prevent it from completing.
ricohus-1
PrintAnywhere API.txt
Complete
Time Elapsed
01:40
Job complete. Please select a link below.
Job ID 40305404
Log Out
If you have no more print jobs, be sure to log out to protect your account.
Another Job
Print another document to the same printer.
Another Printer
Print a document to a different printer.

9. When finished, click [**Log Out**].

10. **Retrieve job** from printer/MFP output tray.

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Mobile App

The **HOTSPOT PRINTING** application enables authorized users (employees, students, staff, etc.) to send print jobs to a remote printer located in, for example, hotel business center, airline lounge, café, dormitory, library, etc.

Note:

- Secure mobile printing direct from your mobile device, such as iPad®, iPhone®, iPod touch®, BlackBerry® smartphone and BlackBerry® PlayBook™ and Android™ devices.
- Configure campus, corporate or enterprise printers.
- Save printer locations as favorites.
- Set default printer for regular use.
- Configure print job details including number of copies and paper size.
- Receive secure print release code with every job to use on location to receive prints.
- Locate printers nearby using GPS.
- Access to PrinterOn® directory of available public printers.

  Read more…

Important:

- An internet connection or mobile data connectivity is required.
- Integrated GPS is required for geographical search of remote print devices.
- BlackBerry Playbook screens are used to illustrate this section; Apple and Android variations are noted, where applicable.

Step 1: Download Free HOTSPOT PRINTING App

HOTSPOT PRINTING App is available for the following mobile/handheld devices:

- **Apple iPhone/iPad/iPod touch**: Download via *App Store*.
- **Android**: Download via *Google Play*.
- **BlackBerry Smartphone or Playbook**: Download via *BlackBerry App World*.

Enter "hotspot printing" into search field, and follow screen instructions.

Important: Not all devices will be compatible with the HOTSPOT PRINTING App. Please check the respective store for any listed device requirements.

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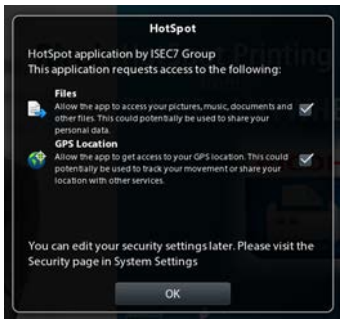
Note:
When the download is near completion, you will be prompted to give the HotSpot application permissions to access the internet and local file storage on the device. These permissions must be allowed in order for **HOTSPOT PRINTING** App to function properly. Tab [**OK**].


HotSpot
HotSpot application by ISEC7 Group
This application requests access to the following:
Files
Allow the app to access your pictures, music, documents and other files. This could potentially be used to share your personal data.
GPS Location
Allow the app to get access to your GPS location. This could potentially be used to track your movement or share your location with other services.
You can edit your security settings later. Please visit the Security page in System Settings
OK

Step 2: **Print Document**

1. On your mobile device, navigate to Ricoh HotSpot icon. Tab to open.

2. When opening the **HOTSPOT PRINTING** App for the first time, you can set login information, geographic search preferences, default Web URL, language, etc.

3. Tab

.

The **HOTSPOT PRINTING** App home screen displays printers closest to your current location, along with the status of each.

Important: Again, integrated GPS is necessary for geographical search of remote print devices.

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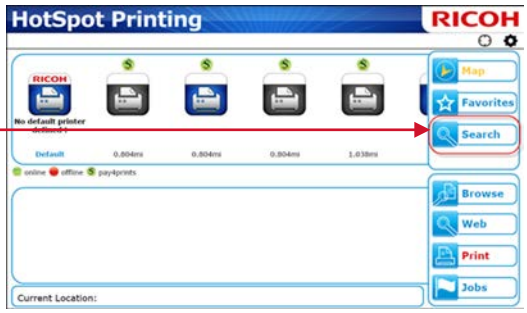
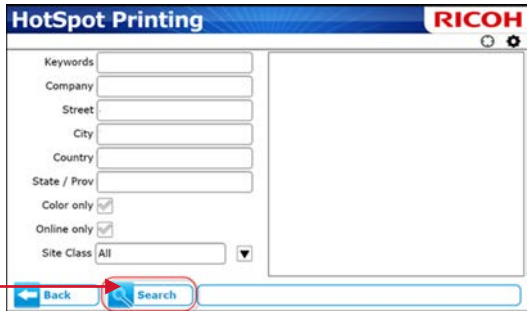
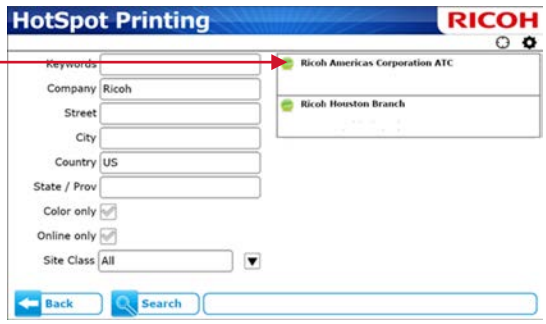
4. If desired printer does not appear, tab Search.





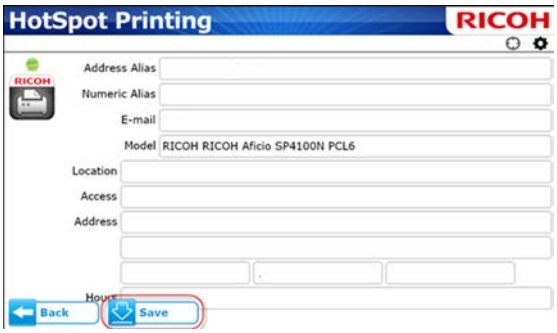
5. Enter search criteria, e.g., Company, and tap Search.

6. Available printer(s) appear.



7. Tap desired printer.

8. Review information about the selected printer, and then tap Save. This will add the printer to Favorites. To search for another printer, tap Back, and repeat 7.



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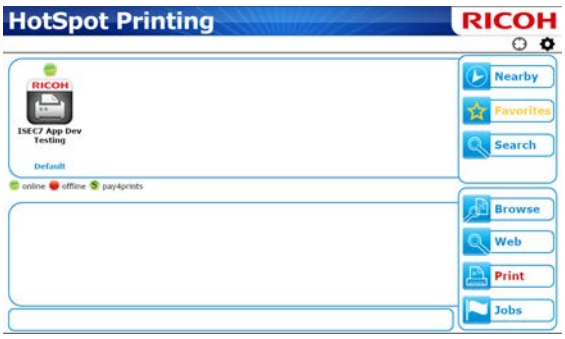
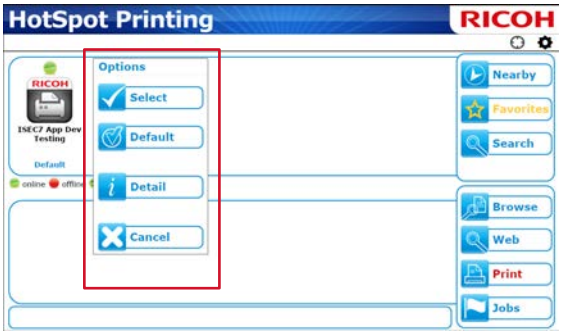
Note: After you select a printer and tap Save, and the printer icon appears on the Favorites screen.



If you press the printer icon, the Options menu appears.

- Select – Tap to send print job to that device. Once selected, printer icon starts flashing.
- Default – Tap to make this printer the default output device. Subsequent print job submissions will be automatically routed to this device.
- Detail – Tap to view information related to the selected device, such as physical location.
- Cancel – Tap to exit Options menu.



9. Tap Print.

10. **Retrieve job** from printer/MFP output tray.

Note: If using a private Release Code, the Release Code will appear. Take this number to printer, and…

a. Press [**OK**] on the keypad.
b. Enter **Release Code(s)**.
c. **Follow instructions** on the printer/MFP's display to print.

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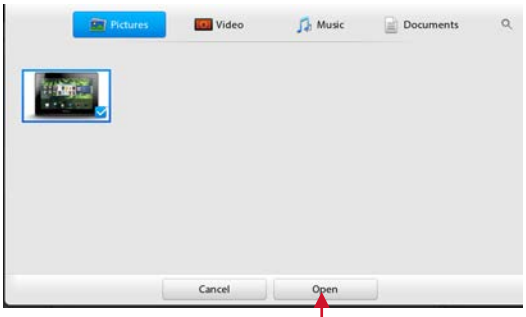
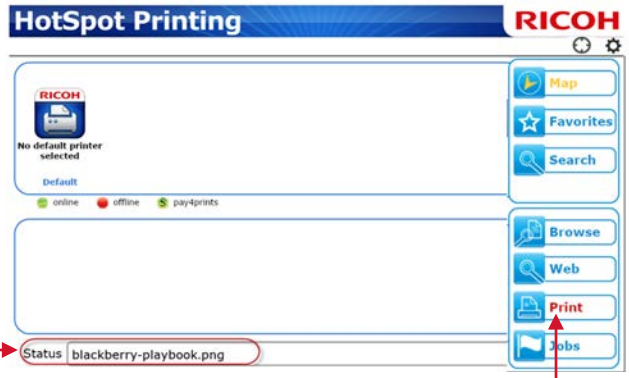
HotSpot Printing App Workflow Example



To print a photo from BlackBerry Playbook, proceed as follows:

1. Take photo with your Playbook (or use an existing image).
2. Open **HOTSPOT PRINTING** app (see 1., previous section).
3. From home screen, tap Browse, and then tap Pictures.
   Note: The Browse button is not a supported feature for iOS, i.e., the local file system is closed to the user by Apple.
4. Choose a picture, and then tap [**Open**].



   Note: The file name appears in the Status field.
5. Tap Print.

   Note: In order to appear in the Documents view of the **HOTSPOT PRINTING** App, supported documents and images must be copied to the Documents folder on the Playbook. Similarly, files must be synced from iTunes to appear on iOS devices. Depending on the version of Android, you may only have access to the photos folder with the [Browse] button.

Documents and photos can also be downloaded/saved for printing from your web browser…

- Using BlackBerry Desktop software, copy files to the device via USB connection.
- Using your computer's file browser, such as Windows Explorer (for Windows-based systems) or Finder (for Mac-based systems), copy files to the device via USB connection.

Using the devices itself, save documents or pictures via Internet browser.

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Windows Driver

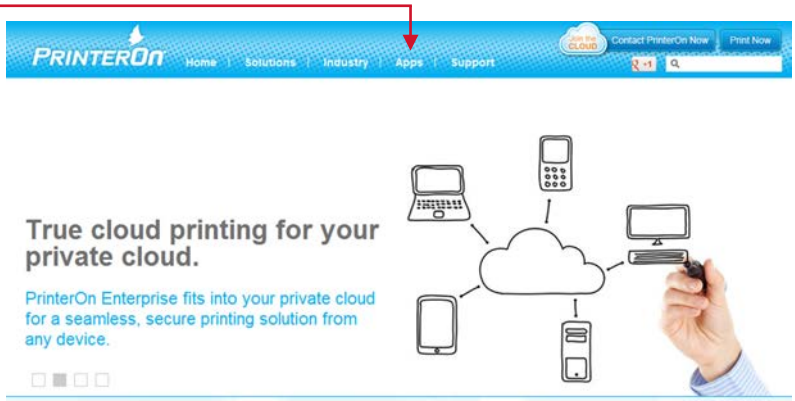
With the PrintWhere universal print driver, you can easily and securely print from your Windows-based desktop or laptop computer to local network printers. ***Note***: Access to printers is dependent on configuration settings established by the administrator of the HotSpot Mobile Printing Service.

Step 1: Download PrintWhere Driver

If this step has been completed, go to Step 2: Print Document.

1. Open your browser, and enter www.printeron.net.

2. Click **Apps** drop-down menu, and select **PrintWhere Driver**.

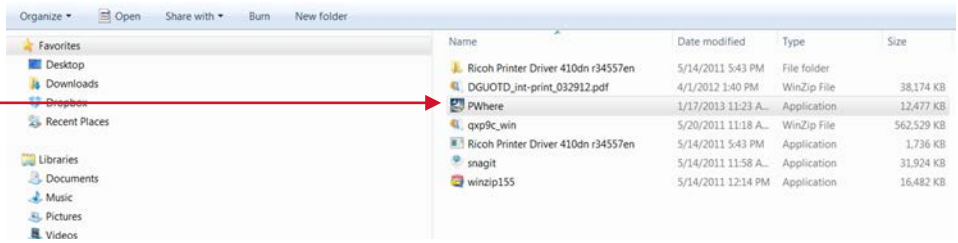


3. Click [**Download**].

4. Click [**Save**].

5. Save **PWhere Application** to desired folder.

6. Click [**Open Folder**].



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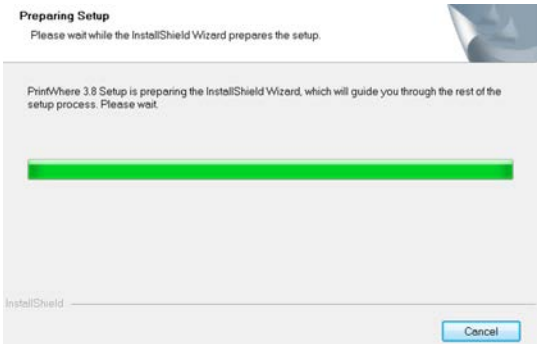
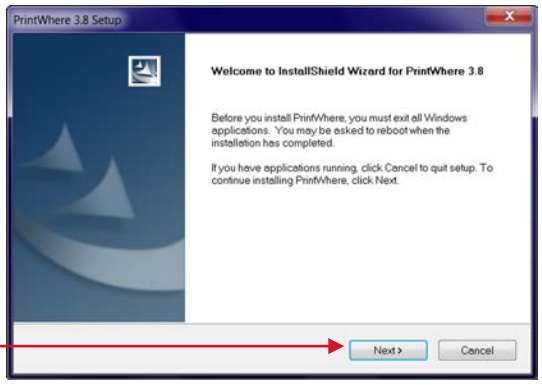
Install the application…

7. Within target folder, double-click **PWhere**.
8. On **User Account Control** screen, click [**Yes**].

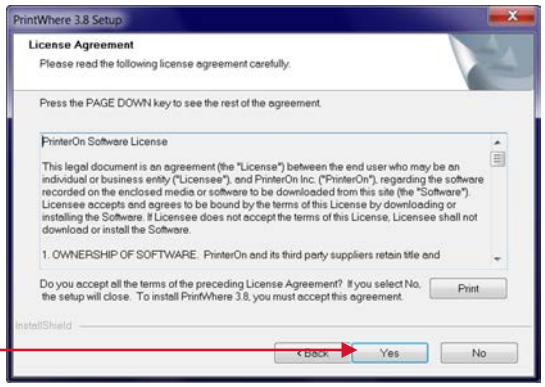

Preparing Setup
Please wait while the InstallShield Wizard prepares the setup.
PrintWhere 3.8 Setup is preparing the InstallShield Wizard, which will guide you through the rest of the setup process. Please wait.
InstallShield
Cancel

Welcome screen displays…

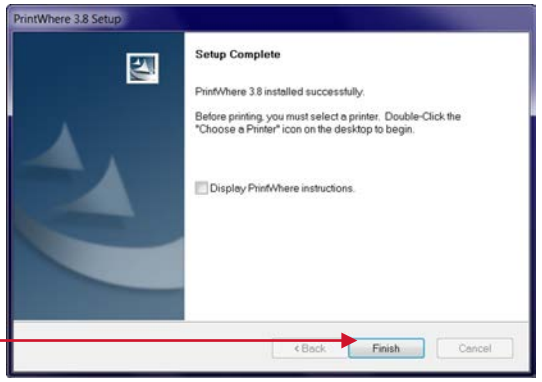

PrintWhere 3.8 Setup
Welcome to InstallShield Wizard for PrintWhere 3.8
Before you install PrintWhere, you must exit all Windows applications. You may be asked to reboot when the installation has completed.
If you have applications running, click Cancel to quit setup. To continue installing PrintWhere, click Next.
Next >
Cancel

9. Click [**Next** >].

License Agreement displays …


PrintWhere 3.8 Setup
License Agreement
Please read the following license agreement carefully.
Press the PAGE DOWN key to see the rest of the agreement.
PrinterOn Software License
This legal document is an agreement (the "License") between the end user who may be an individual or business entity ("Licensee"), and PrinterOn Inc. ("PrinterOn"), regarding the software recorded on the enclosed media or software to be downloaded from this site (the "Software"). Licensee accepts and agrees to be bound by the terms of this License by downloading or installing the Software. If Licensee does not accept the terms of this License, Licensee shall not download or install the Software.
1. OWNERSHIP OF SOFTWARE. PrinterOn and its third party suppliers retain title and
Do you accept all the terms of the preceding License Agreement? If you select No, the setup will close. To install PrintWhere 3.8, you must accept this agreement.
Print
InstallShield
< Back
Yes
No

10. Read License Agreement, and then click [**Yes**].


PrintWhere 3.8 Setup
Setup Complete
PrintWhere 3.8 installed successfully.
Before printing, you must select a printer. Double-Click the "Choose a Printer" icon on the desktop to begin.
Display PrintWhere instructions.
< Back
Finish
Cancel

11. When installation is complete, click [**Finish**].

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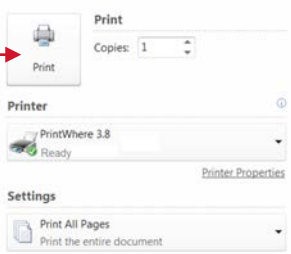
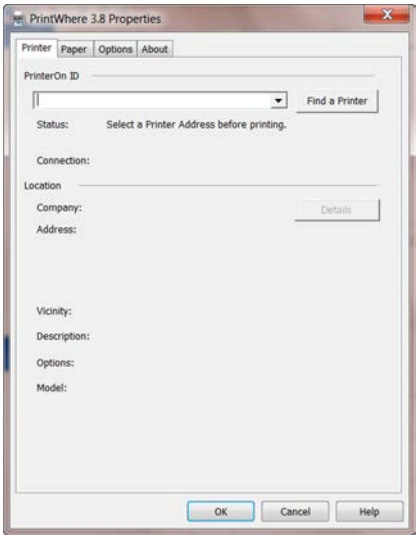
Step 2: Print Document

1. Open a Microsoft Office application, e.g., Word.
2. Open document you wish to print.
3. Click [**File**] > [**Print**].
4. From **Printer** drop-down, select **PrintWhere** driver.
5. To select a printer, click **Printer Properties** screen, and then click [**OK**].
   Note: To search for available printers, see **Printer Search** to follow.
6. Click [**Print**].

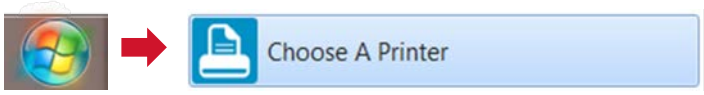




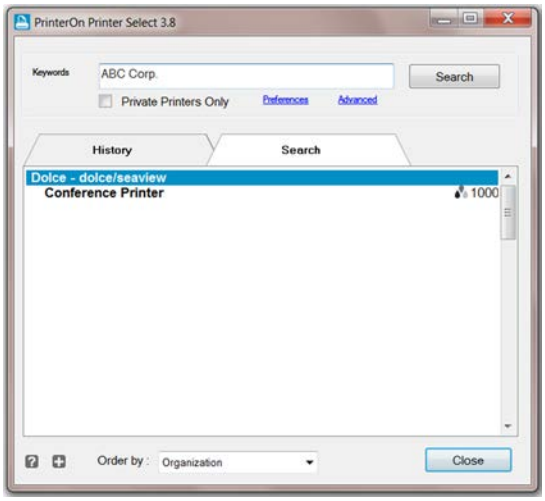
Printer Search

1. From **PrintWhere Properties** screen, click [**Find a Printer**].

   Note: To open the Search window quickly, click taskbar [**Start**] icon, and select [**Choose A Printer**].



2. Enter keyword(s), e.g., *ABC Corp.* and click [**Search**].



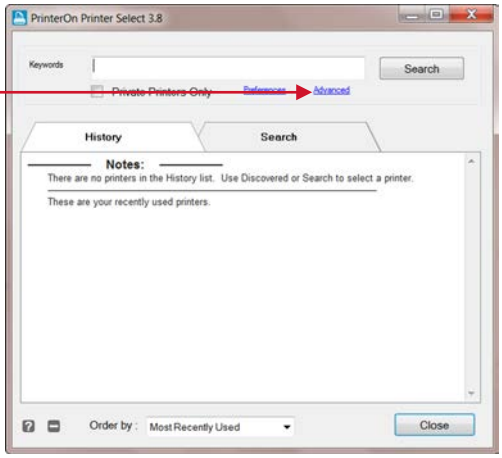
   Note:
   - **Keywords** include, e.g., company, city, state or name of the printer. Note that access restrictions may prevent you from finding certain printers.
   - The **History** tab display all printers used by PrintWhere, in order of most recent use.
   - The **Search** tab displays the results of a search query.

   Once you have found a printer you would like to use, click on the printer description, and then click [**OK**]. Once the printer's Ready status has been confirmed, click [**Select**] and PrintWhere will update your current default printer selection and add it to the top of your **History** list. This printer will be used by default the next time you print from your applications.
   Note: Choosing a printer automatically sets PrintWhere as the default driver.

Advanced Search

You can use filters to restrict the types of printers that appear in your keyword searches. To do so, proceed as follows:

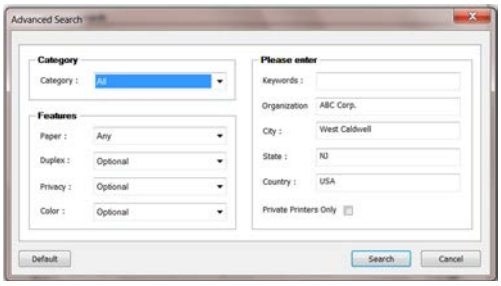
1. If necessary, click taskbar [**Start**] icon, and select [**Choose A Printer**].



2. Click [**Advanced**].

3. Click **Category** drop-down and select **All**, **Public**, **Organization**, **Home**, to limit the type of printers to include in a search request. Note: For more inclusive results, set the Category to **All**, and then enter your company/campus name in the **Organization** field (right side of screen).

4. Under **Features**, select desired printer capabilities from the drop-down menus…
   - **Paper**: Choose **Any** to display all paper sizes, or restrict your list to printers that support a specific paper size.
   - **Duplex**: Duplex means to print on both sides of the paper, which reduces printing costs and makes the document suitable for binding. When you select **Duplex**, your job is formatted to print every other page of the document first.
   - **Privacy**: This setting refers to whether documents print automatically, or whether a passcode must first be provided to privately and securely release the document to the printer. Choose **Optional** (no filtering), or choose to search for either only those printers that require a passcode or those that print automatically.
   - **Color**: Choose **Optional** (no filtering), or choose to restrict your printer list based on one of the color/technology filters. Note that printer owners may choose to restrict use of color in their printers, and may flag their printers as Black and White.



5. Enter **Search Criteria** that will be used to filter search results based on the supplied information.
   - **Keywords**: Enter one or more descriptive words to assist in identifying and filtering your search results.
   - **Organization**: Search for printers filtered by a company, organization or campus name, as configured in the PrinterOn Directory.
   - **City**: Search for printers filtered by the city name supplied.
   - **State**: Search for printers filtered by the state or province supplied.
   - **Country**: Search for printers filtered by the country supplied.

- **Private Printers Only**: Filter search results to include only Access Control List-enabled devices, using the account information supplied in the **Preferences** dialog (shown below). To see private printers, and submit print requests, your email address must be registered in the ACL. Public print locations will not be included in search results. Also see Account Settings.
  Note: These filters are also applied to your printer History list**.**

6. After search parameters are set, click [**Search**].

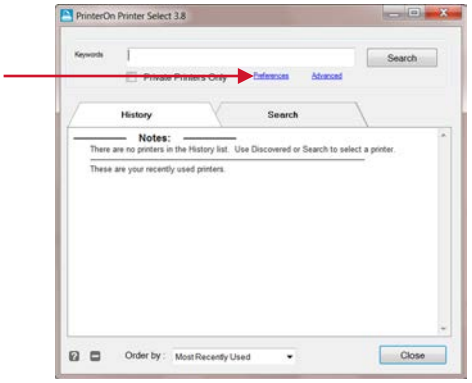
Printer Preferences

The Preferences screen provides you with control over PrintWhere's search abilities, and offers advanced settings for managing printer search results. This screen also enables you to set whether or not the HotSpot Mobile Printing service locates public or private printers and/or determine if your PrinterOn account is valid.

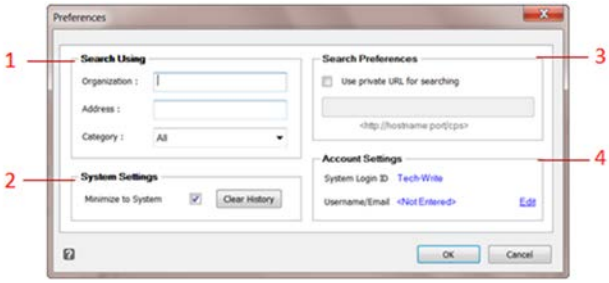
To open this screen, proceed as follows:

1. Open **Search** window (see previous section, if necessary).

2. Click [**Preferences**].



Preferences Dialog



Section	Setting	Description
1	**Search Using**	You can limit search results to only printers within your organization. The information you supply in PrintWhere is compared to information configured by the HotSpot administrator. • **Organization**: Name of your company, as provided in Printer Listings. • **Address**: Any part of address information (state, city, street, zip code, etc.) provided in Printer Listings. • **Category**: Indicates the type of PrinterOn printer to filter. Options include **All**, **Public**, **Organization** and **Home**. Organization printers include PrinterOn Business or PrinterOn Enterprise printers.

Printer Preferences *Cont.*

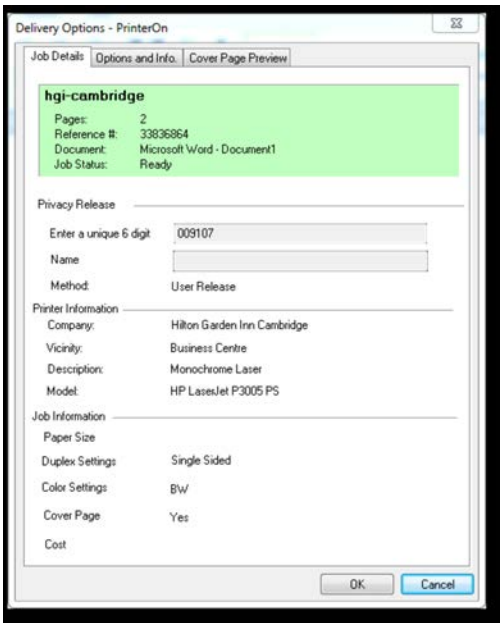
Section	Setting	Description
2	**System settings**	The history tab (shown at top of page) displays the printers you have used with PrintWhere - in order of use. You can clear this list of all printers, except the first entry. Click [**Clear History**]. On the Confirmation dialog, click [**OK**]. On the Preferences window, click [**OK**]. ***Note***: If the Minimize to System checkbox is deselected, the Choose A Printer icon will be removed from the system tray.
3	**Search Preferences**	This feature allows search requests to go through PrinterOn's Global Printer Directory. By using this search feature the server administrator can dictate whether or not users can search for all classes of devices in all locations or if they are limited to only searching for devices in your enterprise environment.
4	**Account Settings**	If an Access Control List (ACL) is being used by the HotSpot Administrator, only those users whose email address is on that list can see private printers, and submit print requests. See Private Printers Only. ***Note***: To determine if you have a valid account with PrinterOn, check the **Validate PrinterOn account** checkbox, and then click [**OK**]. If screen reads, "Unable to validate your PrinterOn Account…," please try again. If validation fails, contact your HotSpot administrator for assistance.

HotSpot Printer/MFP

User's Quick Reference

Print Job Confirmation

The Delivery Options Dialog enables you to confirm the destination of your print. Unless disabled, this dialog will display automatically for every print job. It provides information regarding the destination and will prompt for any user information that may be required to complete the print request.



Glossary

Term	Description
HotSpot	A mobile printing solution that enables you to seamlessly print – via email, web upload, mobile app or Windows driver - to any HotSpot-enabled printer/MFP
PrinterOn	Ricoh's partner that provides access to the Global Printer Directory, thus enables the HotSpot solution to provide Mobile Printing Services to users.
PrintWhere Driver	Universal print driver for laptop users wishing to print to a remote device.
Release Code	Also called Privacy Release Code, a 4- to 10-digit code generated by the PrinterOn Server and communicated to the user. This code must be entered on the HotSpot keypad to release the print job.

Acronym	Description
App	Application
GPS	Global Position System
IT	Information Technology
MFP	Multi-functional Peripheral/Product
URL	Uniform Resource Locator
USB	Universal Serial Bus

###

Four Easy Ways to Print

EMAIL Forward an email (with attachment) from any handheld device or computer (with Internet access) to the remote MFP or printer's email address.

WEB Visit the HotSpot Web Portal, choose a printer, upload a document and submit for printing.

MOBILE APPS Pinpoint the closest printer and submit a job from any mobile handheld device; free apps make it simple. For added convenience, set a default for an easy File > Print operation.

WINDOWS DRIVER Print from any Windows-based computer using the PrintWhere driver to a remote output device using the standard File > Print command.

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